

## Add more pages to your My Pages

Each employee at the National Institutes of Health (NIH) can create up to six My Pages. Most employees might only choose to use one My Page, but others may like the versatility that an additional page provides. Portlets (formerly “gadgets”) can be arranged on each page by topic or job role and instead of scrolling through one long page full of gadgets.

For example: users can just switch to a page that has all travel information. This functionality may be of particular interest to an employee who “wears two hats,” or has two or more very different job functions that require access to different information or systems. Those can be organized on two or more pages.

The process for adding new “My Pages” has four steps:

1. [Create and Name your new page](#)
2. [Add Portlets to your page](#)
3. [Select Page Layout for your page](#)
4. [Finish](#)

The screenshot shows the 'Create New Page' dialog box. At the top, there is a title bar 'Create New Page' and two buttons: 'Finish' and 'Cancel'. Below the title bar, there is a text area with the instruction: 'Change the appearance of your page by rearranging Portlets or choosing a new layout. You can also add new Portlets to your page.' and a 'Help' link. The dialog is divided into two main sections. The first section is 'Page Name', which contains a text input field with 'New Page' entered. The second section is 'Page Content and Layout', which contains two tabs: 'Add Portlets' and 'Select Page Layout'. The 'Add Portlets' tab is selected. The 'Select Page Layout' tab is also visible. Four blue arrows point to the 'Finish' button, the 'Page Name' input field, the 'Add Portlets' tab, and the 'Select Page Layout' tab, each with a corresponding step number and description.

**Step 4: Click "Finish"**

**Step 1: Type a name for your page**

**Step 2: Click to select Portlets for your page**

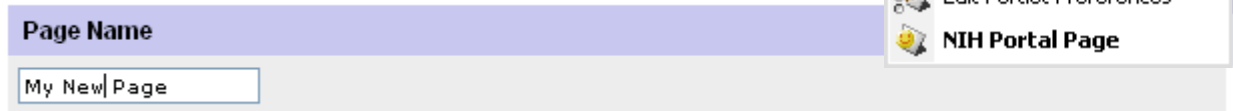
**Step 3: Click to choose a page layout and arrange your portlets**

## Step 1: Create and Name your new page

Under the **My Pages** tab is an option to **Create New Page**

Select this option.

In the screen that opens up type a name for your page in the box.



## Step 2: Add Portlets to your My Page

Select the **Add Portlets** button  **Add Portlets**, a new window will open

**Add Portlets: New Page** Finish Cancel

Search for Portlets  Search by keyword or subject

**Portlets** Browse All Folders

Add Portlets to your page by searching for Portlets or browse the hierarchy below. A Portlet Bundle is a group of related Portlets. You can choose all of the Portlets in the Bundle by clicking Add; choose individual Portlets by clicking the name of the Bundle. [Help](#)

Sort by: Folder

- References & Research (27)
- NBS (19)
- NIH Roadmap (9)
- Uncategorized (~ 70)
- CIT (26)
- General NIH Resources (15)
- Portal-Specific (8)
- Human Resources (23)
- Information Technology (12)
- Collaboration (7)

Your search:  
Folder **Admin Objects Directory**  
Text \*

Results from your search: 218. Showing: 1-10.

**References & Research** (2 of 27; [More >>](#))

	Name	Portlet Size	Last Modified	
<input type="checkbox"/>	<a href="#">MedicineNet Medical Dictionary</a> Search MedicineNet.com for medical references.	Narrow	3/17/05 3:44 PM	
<input type="checkbox"/>	<a href="#">Find a Health Library</a> Search the National Network of Libraries of Medicine (South Central Region).	Narrow	3/17/05 3:44 PM	

**Human Resources** (1 of 23; [More >>](#))

	Name	Portlet Size	Last Modified	
<input type="checkbox"/>	<a href="#">Federal Retirement Benefits Calculator</a> Compute your federal retirement benefits.	Narrow	3/17/05 3:17 PM	

You have selected:  
None **Selected portlets appear here**

















**Browse through subject folders**

There are two ways to view and choose portlets for your new page.

- ♦ You can search for portlets using the search box at the top of the page or,
- ♦ You can browse through the file folders for portlets related to a certain category.

You can preview a portlet by selecting its name. a pop-up window will appear showing a preview of the portlet.


Once you have identified the portlets you want on your new page click the check box next to its name.

	Name	Portlet Size	Last Modified	
<input type="checkbox"/>	 <a href="#">Federal Retirement Benefits Calculator</a> Compute your federal retirement benefits.	Narrow	3/17/05 3:17 PM	
<input type="checkbox"/>	 <a href="#">HR Contacts Admin</a>	Wide	3/25/05 8:27 AM	
<input type="checkbox"/>	 <a href="#">Update Your Information</a> Allows Office of Human Resources (OHR) staff to update their assignments and contact information that is displayed in the "Who Are Your HR Contacts" portlet.	Wide	3/30/05 9:26 AM	
<input checked="" type="checkbox"/>	 <a href="#">Who Are My HR Contacts?</a> Allows NIH employees to select their IC and department to see the HR Specialists and Assistants who service their area.	Wide	3/30/05 9:26 AM	
<input checked="" type="checkbox"/>	 <a href="#">Latest Human Resources (HR) Documents</a>	Narrow	3/17/05 3:17 PM	
<input type="checkbox"/>	 <a href="#">Human Resources News &amp; Events</a>	Narrow	3/17/05 3:17 PM	
<input type="checkbox"/>	 <a href="#">Commissioned Corps Updates</a>	Narrow	3/17/05 3:17 PM	
<input checked="" type="checkbox"/>	 <a href="#">New HR Standard Operating Procedures (SOPs) Posted on the NIH Portal</a>	Narrow	3/17/05 3:17 PM	

You have selected:

None

**Check the box to add the portlet to your page**



**Sort by:** Folder

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[Original search for \\*](#) : Restricted to **Information Technology**

Your search:

Folder **Admin Objects Directory**

Text \*

Results from your search: **12**. Showing: **1-10**.

You can return to a previous menu by clicking the **Original Search For \*** link.

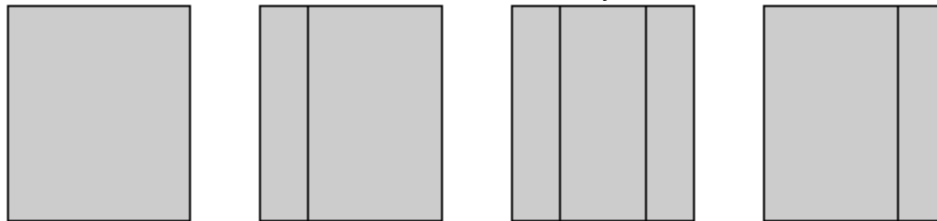
Once you click on **Original Search For \*** or on **Finish** the portlets whose checkboxes you have selected will appear in the grey area at the bottom of the window.

Select **Finish** to close the window and return to the Create New Page window.

### Step 3: Select a page layout and arrange your portlets

Once you have selected some portlets they will appear in the Create New Page window.

The grey rectangles represent the number of columns that will appear on your my Page. You can choose from 1, 2, and 3 column layouts.



To select a page layout click the **Select Page Layout** icon , a new window will open.

Click on the button over the page layout you prefer and select **Finish**.

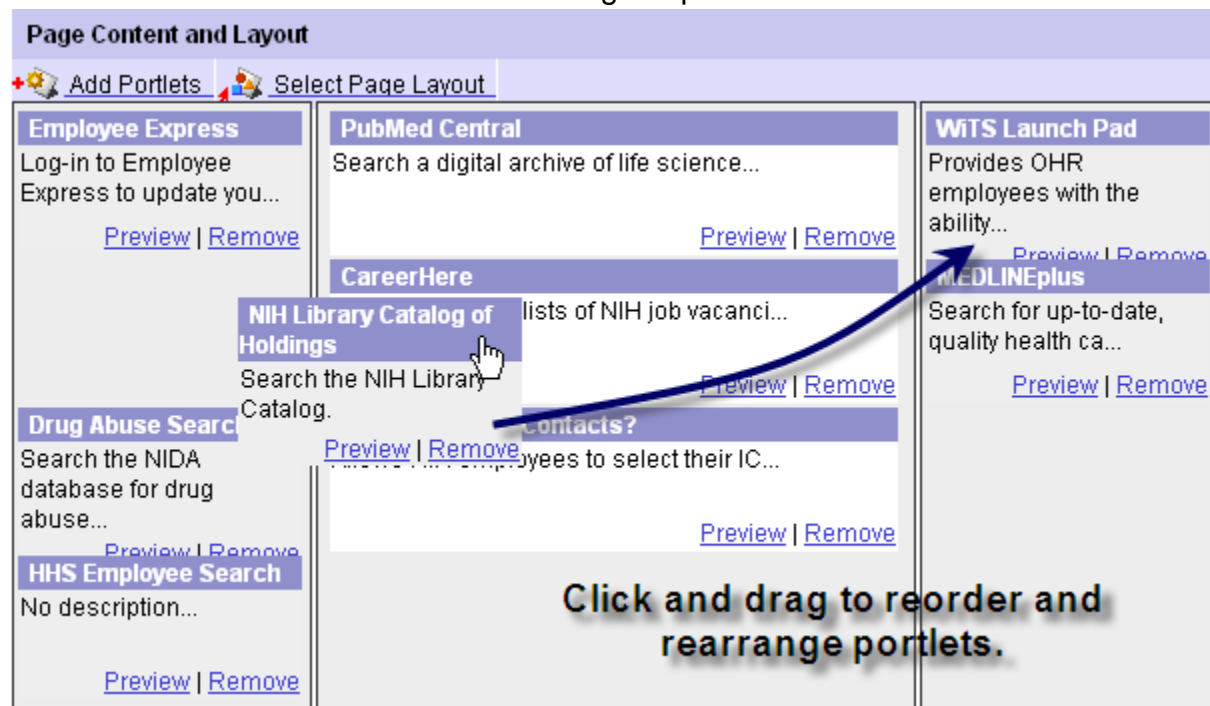
If you have chosen a layout with a narrow and a wide column then your portlets will arrange with all of the narrow portlets along the narrow column on the left side.

Wide portlets can only be displayed in the wide column.



Narrow portlets can be displayed in either the narrow or the wide column.

To arrange portlets:

1. click on one and drag it to the desired location.
2. narrow gadgets will not fill the wide gadget column but it can be moved their
3. to reorder the columns click and drag the portlets into the desired locations



**Page Content and Layout**

 [Add Portlets](#)  [Select Page Layout](#)

<b>Employee Express</b> Log-in to Employee Express to update you... <a href="#">Preview</a>   <a href="#">Remove</a>	<b>PubMed Central</b> Search a digital archive of life science... <a href="#">Preview</a>   <a href="#">Remove</a>	<b>WITS Launch Pad</b> Provides OHR employees with the ability... <a href="#">Preview</a>   <a href="#">Remove</a>
<b>NIH Library Catalog of Holdings</b> Search the NIH Library Catalog. <a href="#">Preview</a>   <a href="#">Remove</a>	<b>CareerHere</b> lists of NIH job vacanci... <a href="#">Preview</a>   <a href="#">Remove</a>	<b>MEDLINEplus</b> Search for up-to-date, quality health ca... <a href="#">Preview</a>   <a href="#">Remove</a>
<b>Drug Abuse Search</b> Search the NIDA database for drug abuse... <a href="#">Preview</a>   <a href="#">Remove</a>	<b>Contacts?</b> employees to select their IC... <a href="#">Preview</a>   <a href="#">Remove</a>	
<b>HHS Employee Search</b> No description... <a href="#">Preview</a>   <a href="#">Remove</a>		

**Click and drag to reorder and rearrange portlets.**

## Step 4: Finish

Once you have selected and arranged the portlets to your satisfaction click the **Finish** button in the uppermost right corner to complete your new My Page.

You now have an additional My Page listed under your My Pages tab  
You can create up to six (6) My Pages.

To navigate to your new page select the **My Pages** tab and click on your page name.

Once you are on the page you can edit it by selecting **Edit Page** under the **My Pages** tab.

Also available are the options to **Add Portlets** and **Delete this page**.